

# Kevin H. Swartz

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## Education

### UNIVERSITY AT BUFFALO

#### 2013-2017 ▪ CIVIL ENGINEERING

- Emphasis on Structural Engineering
- Dean's list student

### HUDSON VALLEY COMMUNITY COLLEGE

#### 2010-2013 ▪ CIVIL ENGINEERING / CONSTRUCTION MANAGEMENT

- Dean's list student
- Maintained a high G.P.A. while working full time
- ASCE, concrete canoe club Team Captain

### GALWAY HIGH SCHOOL

#### 2006-2010

- Regents Diploma with Emphasis on Business Management and Accounting
- Attended trade school for automotive and construction

## Employment History

### Project Engineer ▪ July 2017 – March 2018

#### J. W. Danforth Co. ▪ 5 Liebich Lane, Clifton Park, NY 12065

- Worked on Design/Build projects involving Mechanical Systems Valued in excess of 250 million dollars
- Coordinate with Project Managers, Foreman, Engineers and Clients
- Worked in a Team Environment; Some Projects were IPD Team Efforts Requiring Strategic Planning Across Multiple Trades
- Responsible for assembling all documentation to be turned over to the owner during the Planning, Construction and Commissioning Phases of the Project. Including Submittals, Start-up/Test Reports, IO&M's and Transmittals
- Maintained Project schedule and budget. Tracked percent complete of work in the field
- Responsible for all aspects of commissioning tasks and documentation, including: Equipment Startup, Design Verification, Change Orders, QA/QC Verification, System Startup Testing and Balancing

### Automotive Technician ▪ July 2010 – August 2014

#### BJ's Wholesale ▪ 70 West Campbell Road, Schenectady, NY 12306

- Performed sales and installations/maintenance on customer vehicles
- Required up to date product knowledge and industry standards
- T.I.A., R.M.A. and A.S.E. certified

### Sales Associate ▪ December 2009 – August 2010

#### Lowe's ▪ 4825 NY-30, Amsterdam, NY 12010

- Completed special orders for commercial clients and customers
- Performed financial transactions with clients

### Tree Service Laborer ▪ May 2009 – September 2014

#### Bark Eaters ▪ 210 Catherine St, Scotia, NY 12309

- Met the need of clients and maintain a professional work environment
- Complied with safety standards and OSHA requirements while working in hazardous environments

## Skills

- Proficient in the use of Microsoft office programs such as Excel, Word, Access, and PowerPoint
- Proficient at using other advanced programs such as Bentley MicroStation / InRoads, AutoCAD / Civil 3-D, MATLAB, SAP2000, 3-D modeling, Adobe and Bluebeam
- 10+ years technical and hands on experience from motorsports racing, previous employment and construction work
- Experienced working in teams, team leadership, and working closely with clients
- Strong attention to detail and time management, able to work with little direction or supervision
- Experienced in leading construction projects, estimating, scheduling, and material orders
- Proficient at reading and interpreting Blueprints, Contract Documents, and Project Specifications